



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Library District Director

FLSA: E

SERVICE: Unclassified

REVISED: 6/1/05

Summary: Under general direction, performs work of considerable difficulty developing and coordinating County Library District services; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Acts as a consultant to the independent community library district members. Performs assessments of library needs with the Navajo County Library district.
- Coordinates joint activities in the area of purchasing, materials, knowledge sharing, training and networking.
- Assists in the development and coordination of a county wide electronic network connecting member libraries and citizens to information sources.
- Identifies staff and volunteer training needs.
- Identifies, recommends and administers grant and other funding methods.
- Refers patrons to various libraries, library sources and materials.
- Maintains necessary records and makes reports. Provides research assistance.
- Participates in the preparation of the budget.
- Provides training to library staffs.
- Selects, orders and disseminates library materials to supplement public library collections.
- Administers the automated systems, programs for discounted telecommunications, internet and internal electronic communications for the public libraries in the County. Maintains library district website and online catalog.
- Attends professional meetings to secure new knowledge and keep current with library trends; shares information with public libraries.

Knowledge and Skills:

- Knowledge of library catalog systems.
- Knowledge of sources for library materials.
- Knowledge of internet research and research methods.
- Knowledge of grant writing techniques.
- Knowledge of the principles and practices of supervision.
- Skill in analyzing the needs of patrons and libraries with regard to library materials.
- Skill in organizing, updating and maintaining records and automated systems.
- Skill in recording information clearly and completely and analyzing numerical reports and documents.
- Skill in planning, organizing and directing the work of others.

Minimum Qualifications:

Bachelor's Degree in Library Science or related field; Master's Degree preferred; AND five years experience as a librarian; AND electronic system maintenance proficiency required; grants writing experience preferred.